

Metropolitan Council Housing & Redevelopment Authority

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004v2

Final: CDC: 9/15/03  
MC: 9/24/03

## **PHA Plan Agency Identification**

**PHA Name:** Metropolitan Council HRA

**PHA Number:** MN163

**PHA Fiscal Year Beginning:** (01/04)

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☒ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

*The Metro HRA's mission is to assist low-income families throughout the metropolitan area to obtain decent, affordable housing, particularly in areas where there are no concentrations of poverty; stabilize families in suitable housing so that they may become more economically self-sufficient; upgrade and revitalize the region's housing stock; and collaborate with other governmental units, community-based agencies and corporations to make efficient use of public resources.*

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers: **regular free-standing Section 8 vouchers.**
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments

- ☒ Other (list below)  
*Explore Project Based Assistance Program;*  
*Own and operate Public Housing units in suburban locations;*  
*Administer a homeownership program in conjunction with Federal, state and/or local resources.*
- ☒ PHA Goal: Improve the quality of assisted housing  
 Objectives:  
☒ Improve public housing management: (PHAS score)  
☒ Improve voucher management: (SEMAP score)  
☒ Increase customer satisfaction:  
☒ Concentrate on efforts to improve specific management functions:  
 (e.g., public housing finance; voucher unit inspections)  
*On a continual basis the Metro HRA will evaluate current policies and procedures to ensure that the agency is operating at its optimal level. If an area is identified as needing improvement, the HRA will research the best way to improve performance.*
- ☒ Renovate or modernize public housing units:  
☐ Demolish or dispose of obsolete public housing:  
☐ Provide replacement public housing:  
☒ Provide replacement vouchers:  
☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices  
 Objectives:  
☒ Provide voucher mobility counseling: *Metro HRA Section 8 staff provides information about Housing Choice Voucher(HCV) mobility to all Section 8 participants.*  
☒ Conduct outreach efforts to potential voucher landlords  
☒ Increase voucher payment standards  
☐ Implement voucher homeownership program:  
☒ Implement public housing or other homeownership programs: *HomeSteps- (see Section 11. Homeownership Programs Administered by the PHA, Part B. Section 8 tenant Based Assistance, of the Annual Plan)*  
☐ Implement public housing site-based waiting lists:  
☐ Convert public housing to vouchers:  
☒ Other: (list below)
- Continue to maximize utilization of Section 8 program funds;*  
*-Conduct expanded outreach efforts to landlords, Project-based Assistance Program and other marketing and educational opportunities such as:*
- *Presenting information at Housing Coalitions/Owner Conferences or other local seminars in communities throughout Metro HRA's service area.*
  - *Landlord Handbook – used for current, prospective owners/landlords of the section 8 program*
  - *HRA Web Page, providing program information.*

*-Own and operate Public Housing units in suburban locations.*

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☒ Other: (list below)  
*Promote deconcentration and as necessary work to create linkages for needed support services.*

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:  
*Operate and promote the family self-sufficiency program. Adopted working preference for public housing resident selection.*
  - ☒ Provide or attract supportive services to improve assistance recipients' employability:  
*Work cooperatively with the county workforce centers for participants of the FSS, Welfare to Work and Public Housing programs.*
  - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
*Work cooperatively with social service providers to administer the Shelter plus Care program and supportive services within developments with project based assistance.*
  - ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☒ Other: (list below)
  - Coordinated regional Analysis of Impediments to Fair Housing Choice; and address impediments that apply to Metro HRA operations through the work of the Fair Housing Implementation Council.
  - Ensure equal access to assisted housing regardless of race, color, creed, religion, national origin, sex, marital status, disability, sexual or affectional orientation or reliance on public assistance in the development and administration of Metropolitan Council housing programs.

**Other PHA Goals and Objectives: (list below)**

- Maintain 100% utilization of tenant-based assistance programs.
- Explore Project-Based Assistance Program in order to maximize use of program funds and provide new opportunities for affordable housing.
- Strive toward high performer Section 8 Management Assessment Program (SEMAP) score.
- Increase utilization of the Mainstream Program for persons with disabilities.
- Maintain utilization of the Welfare-to-Work Program to include partnerships with other service provider agencies.
- Ensure use of FSS marketing tools; strive toward full program capacity.
- Continue to assess HRA operations in order to streamline service delivery and maximize HRA staffing levels.
- Own and operate scattered site Public Housing units in suburban jurisdictions.
- Obtain and maintain 97% or better occupancy rates in the Public Housing units.
- Create and implement asset management policies and procedures to extend the life of scattered site Public Housing units.
- Strive toward high performer scoring under the Public Housing Assessment System (PHAS).
- Provide for reasonable accommodations for persons with disabilities in the administration of all Metro HRA programs in accordance with the Administrative Plan for the Section 8 Rental Assistance Programs and Admissions and Continued Occupancy Policies for the public housing program.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

The Agency Plan is a requirement of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The purpose of the plan is to provide a framework for local accountability and an easily identifiable source by which participants in the Metro HRA's tenant-based assistance programs and other members of the public may locate basic policies, rules and requirements concerning its operations, programs and services.

The Annual Plan includes the Administrative Plan for the Section 8 Rental Assistance Programs. This provides clear guidelines for staff in carrying out the broad program objectives of :

1. Providing decent, safe and sanitary housing for very low income families at an affordable rent level;
2. Promoting freedom of housing choice and spatial deconcentration of very low income families of all races and ethnic backgrounds; and
3. Encouraging self sufficiency of participant families through collaboration with other social service agencies in the provision of supportive services and programs.

The Annual Plan also includes the Admission & Continued Occupancy Policies for the Family Affordable Housing Program (FAHP). This document establishes the policies and procedures and are intended to provide the framework under which the FAHP units (developed as Public Housing Units) are to be operated.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

## Table of Contents

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	15
4. Rent Determination Policies	24
5. Operations and Management Policies	29
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	37
9. Designation of Housing	37
10. Conversions of Public Housing	38
11. Homeownership	40
12. Community Service Programs	42
13. Crime and Safety	45
14. Pets (Inactive for January 1 PHAs)	47
15. Civil Rights Certifications (included with PHA Plan Certifications)	47
16. Audit	47
17. Asset Management	47
18. Other Information	48

### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments: (N/A)

- ☐ Admissions Policy for Deconcentration
- ☒ FY 2004 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart (**Attachment A**)
- ☒ FY 2004 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (**Attachment B**)
- ☒ Other (List below, providing each attachment name)

Progress in meeting the Five-Year Mission and Goals (**Attachment C**)

Membership of the Resident Advisory Board (**Attachment D**)

Resident Membership of the PHA Governing Board (**Attachment E**)

Section 8 Project Based Assistance Program (**Attachment F**)

Pet Policy (**Attachment G**)

Voluntary Conversion Required Initial Assessments (**Attachment H**)



**Capital Fund Program-Annual Statement/Performance and Evaluation Report  
(Attachment I)**

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	58,428	5	5	3	3	4	4
Income >30% but <=50% of AMI	40,247	5	5	3	3	4	4
Income >50% but <80% of AMI	55,773	5	5	3	3	4	4
Elderly	34,722	5	5	3	3	3	4
Families with Disabilities*	NA	5	5	3	3	3	4
Black	16,060	5	5	3	3	4	4
Asian & Others**	124,652	5	5	3	3	4	4
Native American**	Incl. above	5	5	3	3	4	4
Hispanic	2867	5	5	3	3	4	4

\* Data not available

\*\* Data is CHAS total for All White Non-Hispanic Households- Asian, Native American & Others.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.) \*\*\*

Consolidated Plan of the Jurisdiction/s Indicate year:

2000 Dakota County Consortium (inc. Dakota, Anoka, Washington and Ramsey);  
 2000 Minnesota Consolidated Housing and Community Development Action Plan;  
 Hennepin County Consortium Consolidated Plan 2000-2004.

- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (1990)  
 \*\*\* CHAS Table 1C- All Households, Black Non-Hispanic Households, White Non-Hispanic Households, Hispanic Households. Jurisdictional data reviewed: Anoka, Carver, Hennepin and Ramsey Counties.
- ☒ American Housing Survey data  
 Indicate year: 1998
- ☒ Other regional housing analysis  
 Indicate year: 1998
- ☒ Other sources: (list and indicate year of information)  
 Minnesota Housing Shaping Communities in the 1990’s (CURA Report 1996).

NOTE: Compilation of the Census 2000 data in the required format remains unavailable for inclusion in the 2004 Plan.

### **Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	7713		27%
Extremely low income <=30% AMI	6377	83%	
Very low income	1304	17%	

Housing Needs of Families on the Waiting List			
(>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	25	<1%	
Families with children	4697	61%	
Elderly families	597	8%	
Families with Disabilities	1926	25%	
Race/ethnicity- Black	3877	50%	
Race/ethnicity- Asian	225	3%	
Race/ethnicity- Am. Indian	195	3%	
Race/ethnicity- White, non-Hispanic	3416	44%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? Since 1/02</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input type="checkbox"/> Section 8 tenant-based assistance</p> <p><input checked="" type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	890		19%
Extremely low income <=30%	611	69%	

Housing Needs of Families on the Waiting List			
AMI			
Very low income (>30% but <=50% AMI)	220	25%	
Low income (>50% but <80% AMI)	58	6%	
Families with children	692	83%	
Elderly families	16	2%	
Families with Disabilities	123	14%	
Race/ethnicity- Black	567	64%	
Race/ethnicity- Asian	34	4%	
Race/ethnicity- Am. Indian	39	4%	
Race/ethnicity- White, non-Hispanic	250	28%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	198	22%	
2 BR	510	57%	
3 BR	141	16%	
4 BR	31	4%	
5 BR	9	1%	
5+ BR	1	0%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? Since 7/01</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes*</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>*Per HUD approval dated 5/2/03, waiting list will be opened to only certain jurisdictions.</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

*The Metro HRA will assist extremely and very low low-income families throughout the metropolitan area to obtain decent and affordable housing by maintaining the waiting list for its tenant-based assistance and public housing programs. It will continue to issue vouchers for tenant-based assistance in an efficient and effective manner in order to maximize use of all Federal resources.*

*The Metro HRA will administer the Family Affordable Housing Program (FAHP) in suburban jurisdictions in Anoka, Hennepin and Ramsey counties using public housing resources from the U. S. Dept. of Housing and Urban Development.*

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by maintaining payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)
  1. *Use of the Section 8 Project Based Assistance Program. (Attachment F)*
  2. *Market the Section 8 Voucher Program to rental property owners benefiting from Low Income Housing Tax Credits.*
  3. *Supports the work of the Housinglink to inform and refer housing seekers to affordable housing opportunities.*



**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

☒ Apply for additional section 8 units should they become available.  
*The Metro HRA may apply for additional Section 8 Housing Choice Vouchers if, after evaluating the rental market in Metro HRA's jurisdiction and a determination is made that the market can absorb additional HCV's.*

☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing

☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

*Metro HRA applies for a variety of funding sources to increase the supply of affordable housing options.*

☒ Other: (list below)

1. *Continue to develop marketing strategies that promote landlord participation in the Section 8 programs.*
2. *Request exception rent authority as permitted under Section 8 Program regulations.*
3. *Promote affordable housing unit development through the use of Low Income Housing Tax Credits.*
4. *Own and operate the Family Affordable Housing Program (FAHP) in suburban Anoka, Hennepin, and Ramsey counties.*
5. *Make available project based assistance vouchers as a tool in the development of affordable housing.*

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

☐ Employ admissions preferences aimed at families with economic hardships

☒ Adopt rent policies to support and encourage work

☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

☒ Employ admissions preferences aimed at families who are working  
*note: working prerference only applies to PH waiting list.*

☒ Adopt rent policies to support and encourage work

☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available and need is documented.
- ☒ Other: (list below)

*Market the Section 8 program in publications aimed at elderly readers such as Senior News.*

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available and need is documented.
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)

*-Local preference is adopted for up to a total of 75 individuals or families with chronic illnesses who are homeless or at risk of becoming homeless and who are participating in one of two special initiatives sponsored by the Corporation for Supportive Housing or other supportive service organization.*

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: (list below)

*-Provide opportunities and training for Metro HRA staff as appropriate, to further promote cultural awareness and understanding of client populations served.*

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)
  - Refer to regional Analysis of Impediments to Fair Housing*
  - Ensure equal access to assisted housing regardless of race, color, creed, religion, national origin, sex, marital status, disability, sexual or affectional orientation or reliance on public assistance in the development and administration of Metropolitan Council housing programs.*
  - Provide interpreter services to applicant and assisted household families in order to ensure the provision of accurate and timely information on programs.*
  - Supporter of the metro-wide HousingLink, an information and referral service for seekers of affordable and accessible housing opportunities.*

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing

capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	\$148,711	
b) Public Housing Capital Fund	\$225,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$39,924,135 + \$2,000,000 (port-ins)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
HOPWA	\$249,619	Rent subsidies
Shelter + Care	\$1,326,898	Rent subsidies
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$473,176	PH operations
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
State subsidy programs	\$1,083,773	Rent subsidies, supportive services
Local subsidy programs	\$1,711,602	Rent subsidies, supportive services

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	\$47,142,914	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)

- Initial eligibility will be determined at initial application. Final eligibility will be determined when unit is available.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

*note: federal records are obtained if the need is determined through other criminal record checks.*

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☒ Other (describe)

*-Waiting list is organized on a first come first serve basis. Public housing units will be offered via a working preference or a residency preference for the community in which the unit is located.*

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below)

*- Access via phone/fax.*

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

## **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two

☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
*Note: involuntary displacement preference is only given under the Hollman Consent Decree.*
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs  
*note: education must consist of full-time status*
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

#### 1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs  
*note: education must consist of full-time status*
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers



- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease  
☒ The PHA's Admissions and (Continued) Occupancy policy  
☐ PHA briefing seminars or written materials  
☒ Other source (list)  
*-Resident Handbook*  
*-Townhome Association documents, Articles of Incorporation, Bylaws, Declarations and Rules & Regulations*

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal  
☒ Any time family composition changes  
☐ At family request for revision  
☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Does that PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? In no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.©(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2©(1)(v)]

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
 If selected, list targeted developments below:

- ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☒ Other (describe below)

*Current address and prior address if known, On a case-by-case basis, documented information regarding tenancy history is shared upon written request and authorization from the family.*

## **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☒ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☒ Other (list below)

-By mail, phone or fax in response to monthly application day when the waiting list is open.

## **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*An initial search time of 180 maximum days is allowed. One additional 60 day extension is permitted when requested by the applicant as a reasonable accommodation.*

*Appropriate documentation from a medical professional must support the reasonable accommodation request.*

#### **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

a) *A maximum of 15 individuals/families annually that are: (1) referred by a participating city selected by Metro HRA as having acceptable city-sponsored self-sufficiency program in accordance with its adopted selection criteria; and (2)*

*certified by the city as being in full compliance with the requirements of their local self-sufficiency program.*

- b) Up to a total of 113 individuals or families that are currently residing in a subsidized project that is within the HA's jurisdiction and where that project is subject to market rate conversion actions.*
- c) Up to a total of 75 individuals or families with chronic illnesses who are homeless or at risk of becoming homeless and who are referred by a supportive service organization such as "The Corporation for Supportive Housing".*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1      Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)  
(See (4.) 2. Above).

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices  
☒ Other (list below)

*-Special marketing and referrals from resource agencies serving the population targeted in the special program identified.*

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

**Minimum Rent Payment; Waiver Based on Hardship**

**A hardship exists in the following circumstances:**

1. When the family has lost eligibility for or is waiting for an eligibility determination for a federal, state or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances including loss of employment.
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education or similar items.
5. When a death has occurred in the family.

**Temporary Hardship:** If the Metro HRA or designee reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90 day period, the minimum rent will be imposed retroactively to the time of suspension. The Metro HRA or designee will offer the family an opportunity to sign a Payment Agreement for any rent not paid during the period of suspension. During the suspension period the Metro HRA or designee will not evict the family for non-payment of the amount of tenant rent owed for the suspension period.

**Long-term hardship:** If the Metro HRA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists. The family must verify the continuation of the hardship at least quarterly.

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ For the earned income of a previously unemployed household member

☒ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)



- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) monthly increase of \$400 or more. The increase is cumulative. One monthly increase of \$4000 or more must be reported within 10 days after it is received. If two or more increases occur during the period between annual re-examinations, the tenant is encouraged to report the error as soon as they become aware of it so an interim reexam can be conducted.
- ☒ Other (list below)  
Changes in family composition.

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)  
-FMR's for metropolitan statistical area  
-HUD approved Section 8 Payment Standards

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☒ Above 110% of FMR (if HUD approved; describe circumstances below)  
*Please note: Basic payment standards are currently set at 110 percent of the FMR. There are HUD approved exception rents for several communities within Metro HRA's jurisdiction. Exception payment standards are also given for a reasonable accommodation up to 120% of the FMR.*

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)  
Reasonable accommodation for a person or persons with disabilities.

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☒ Other (list below)

*Periodically during the year as changes in the rental market occur that impact the adequacy of existing FMRs.*

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)

*Prior to any payment standard adjustments the Metro HRA will assess the change on the Section 8 program budget and what the impact may be on the overall number of potential participants to be served.*

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. (**Attachment A**)
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

— List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	150 units	30
Section 8 Vouchers	5856	867
Section 8 Certificates	Incl. above	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers		
-Family Unification	150	24
-Mainstream	200	32
-Welfare to Work	150	24
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)		
Shelter Plus Care	224	122
HOPWA	71	7

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  - Family Affordable Housing Program – Admissions and Continued Occupancy Policies.
  - Resident Handbook
  - Property Management Services Agreement
  - Residential Lease
  - Townhome Association documents, Articles of Incorporation, Bylaws, Declarations and Rules & Regulations
- (2) Section 8 Management: (list below)
  - Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☒ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved  
☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development



☐ Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other

than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)
2. Activity Description  
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

a. Size of Program\*

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

\* To be determined

b. PHA-established eligibility criteria \*

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

\* To be determined

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Rental Assistance for Family Stabilization (RAFS) Rental Assistance in Anoka County (RAAC)	105 32	At discretion of County; includes waiting list, first come first serve	Referred by County Employment Counselors	Neither
Eden Prairie Hope Program	15	First come first serve based on eligibility criteria/referral	Independent Contractor	Section 8 in Eden Prairie
Welfare-to-Work Program	150	First come first serve based on eligibility criteria	Selection will occur from Section 8 waiting list	Section 8
HomeSteps- home ownership Program	50	Specific eligibility criteria	Metro HRA	Both

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2004 Estimate)</b>	<b>Actual Number of Participants (As of: 05/1/03)</b>
Public Housing	25	0 – <i>note: new scattered site program– not all units are occupied at this time.</i>
Section 8	270	176

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **B. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☐ Informing residents of new policy on admission and reexamination
  - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☐ Other: (list below)

*NOTE: The Family Affordable Housing Program, Metro HRA's public housing program, executed its first lease in November 2001. Thus, the Admissions & Continued Occupancy Policies, lease and other documents have, since their development, reflected the statutory requirements of section 12 (d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements). Therefore, no changes required.*

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☒ Other (describe below)

*New scattered site program: Relationships developed with police departments, inspect regularly to assure exterior lighting functioning properly for safety.*

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below)

*New scattered site public housing program.*

2. Which developments are most affected? (list below) N/A  
New scattered site public housing program.

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)  
*Develop relationships with local police departments.*

2. Which developments are most affected? (list below)

*N/A – scattered site program.*

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities (list below)  
*Develop relationships with local police departments.*

2. Which developments are most affected? (list below)

*N/A – scattered site program.*

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)



## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*The Family Affordable Housing Program's Pet Policy requires property management approval and registration of all pets. The types of pets allowed are limited to birds (2) and fish (with a 15 gallon maximum aquarium size). See complete Pet policy in Attachment G*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
☐ Not applicable  
☒ Private management

- ☐ Development-based accounting  
☐ Comprehensive stock assessment  
☒ Other: (list below)

*The Council will perform asset management duties to ensure compliance with the Admissions and Continued Occupancy Policies and all public housing rules and regulations as well as to ensure properties are maintained according to acceptable standards in four areas:*

1. *Physical Plant – ensure appropriate routine and non-routine maintenance performance, timely completion of work orders and correction of maintenance deficiencies and ensure orderly grounds maintenance through regular property inspections.*
  2. *Financial – ensure properties are managed according to the budget, sufficient operating funds are available and any cost saving measures are explored and implemented as appropriate.*
  3. *Leasing - ensure appropriate screening of residents and leasing procedures are followed, provide for sufficient opportunity to apply and ensure grievance procedures are followed and implemented as required.*
  4. *Resident and Community Relations – ensure residents are provided with the tools necessary to maintain housing which may include connection to resident and neighborhood services, community involvement and promptly addressing complaints appropriately.*
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

B.

- 1 ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at **Attachment B**  
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.  
☒ The PHA changed portions of the PHA Plan in response to comments  
 List changes below:

*5 Year Plan, page 4, Other PHA Goals and Objectives*

*Revised Goal: Ensure use of FSS marketing tools and strive toward full program capacity.*

☐ Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

***See Attachment E***

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

**1. Consolidated Plan jurisdiction: Dakota County Consortium (includes: Dakota, Washington, Ramsey and Anoka)**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The Consortium-wide priorities were identified through discussions with municipalities, through the Citizen Participation Process and an examination of individual County needs. They reflect the needs, available resources and a researched determination of those persons most in need of housing assistance. Allocated funding is used to create new units, especially for large renter families, for rehabilitation and conversion to maintain the existing housing stock, for tenant based rent assistance to keep families from becoming homeless and for homeownership assistance so that lower income persons can obtain their first home. One of the main objectives of the Consortium for the next five years will be to increase the number of affordable housing units through construction, rehabilitation and through the use of tenant based rent assistance.*

**1. Consolidated Plan jurisdiction: Hennepin County Consortium (includes: Hennepin County, Bloomington, Plymouth)**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The Consolidated Plan was completed through collaboration and coordination of interested individuals and relevant government, for-profit and nonprofit agencies. Through meetings held throughout the entitlement area, housing and community development needs and priorities were identified. Among these: preserve the existing affordable housing supply; provide new affordable rental housing to households with income below 50 percent of median; and provide increased opportunities for homeownership to households with income below 50 percent of median income.*

**1. Consolidated Plan jurisdiction: Minnesota Consolidated Plan (includes all non-entitlement areas of state, including Carver County)**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The Minnesota Consolidated Plan was compiled following input from public meetings held throughout the state. Through the course of several meetings, each community's vision and barriers related to housing, community development and homelessness was discussed. The Action Plan identified several priorities and resources available to address these priorities, including: Serving extremely low and low income renters; strengthening a community's housing stock; and serving homeless persons and those with special needs. Resources include a variety of state and federally funded programs available to individuals, local units of government, service-provider agencies and developers of affordable housing.*

**D. Other Information Required by HUD**  
**Attachments**

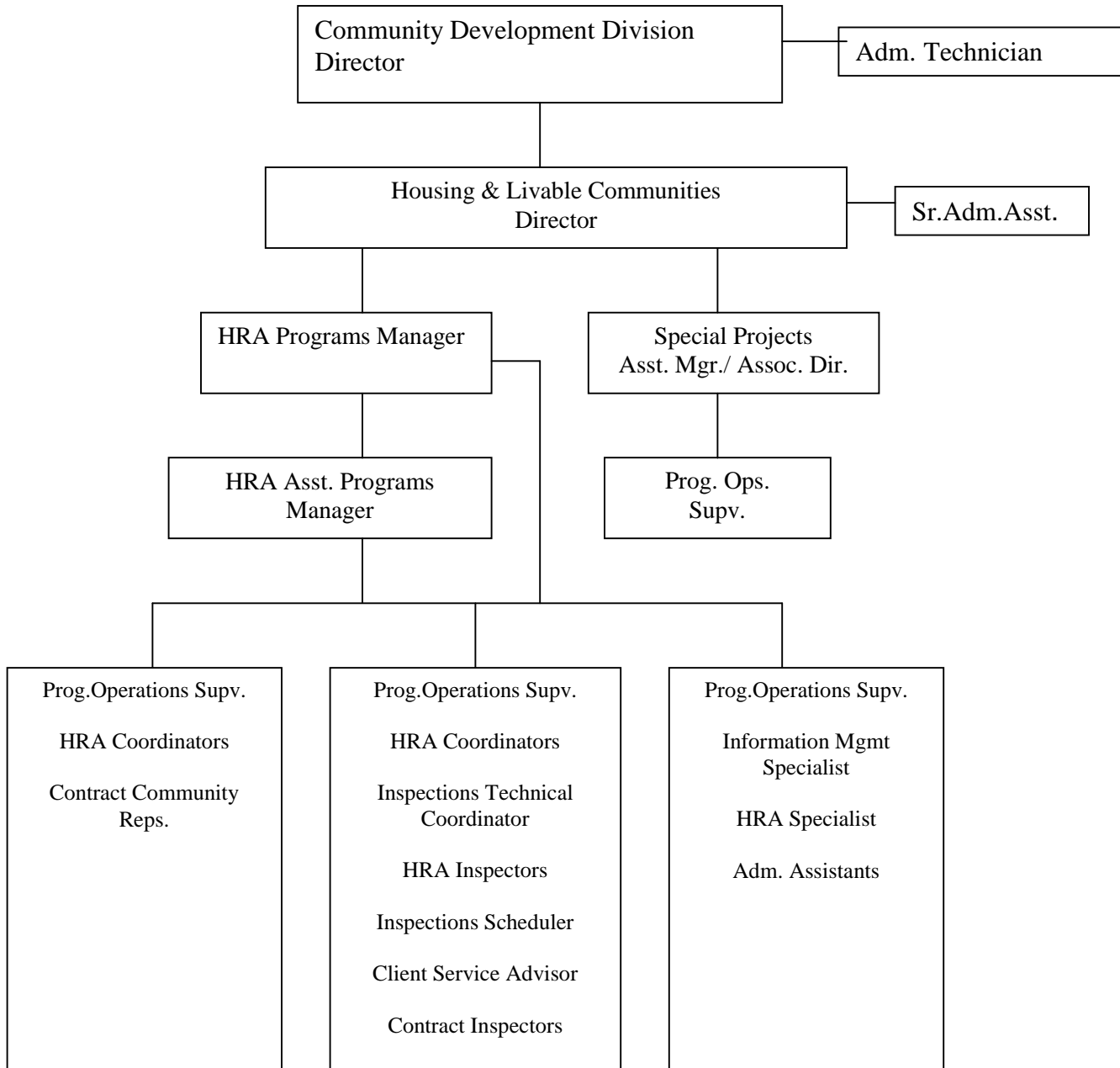
Use this section to provide any additional information or attachments requested by HUD.

- Attachment A- HRA Management Organizational Chart
- Attachment B- Comments of the Resident Advisory Board
- Attachment C- Progress in Meeting the Five-Year Mission and Goals
- Attachment D-Membership of the Resident Advisory Board
- Attachment E- Resident Membership of the PHA Governing Board
- Attachment F- Section 8 Project-Based Assistance (PBA) Program
- Attachment G – Family Affordable Housing Program’s Pet Policy
- Attachment H – Voluntary Conversion Required Initial Assessments
- Attachment I – Capital Fund Program – Annual Statement/Performance and Evaluation Report

A modification or change to the PHA Plan will be considered a “significant amendment” or “substantial deviation/modification” if the modification or change significantly changed the mission of the PHA as stated on page 1 of the 5-Year Plan, which would impact or change the PHA goals stated in the 5 Year Plan.

**Attachment A**

**PHA MANAGEMENT ORGANIZATIONAL CHART**



**RAB Comments from Meetings held 4/14/03 through 6/12/03**

Concerned FSS brochure may not be included at annual re-exam time.

When searching for a unit, forms are hard to understand regarding the rent limits.

Informational tapes to listen to was suggested.

Maybe landlord coalition meetings are not enough to get information out to landlords.

Include congressional representative's names and addresses in the briefing packets and suggested wording for letter to reps to voice concerns/ideas..

HRA should screen all applicants on the waiting list to ensure serving clients that abide by the law.

Credit checking system is discriminatory against the poor and disabled.

No Hispanic ethnicity data listed on the data table for the waiting list.

Ensure enough units available for people of various races in poverty.

Advertise Section 8 and FAHP in publications such as the MN Sr. Federation News.

Encourage writing a letter of gratitude for housing provided with the hope that it would inspire Washington to provide more housing.

Include a question on a verification form asking if participants are interested in writing a letter to Washington.

Regarding capital improvements (landscaping): cheap labor performed by work release program, vocational schools, U of M discount.

As a tenant, would like to perform tree-trimming etc. but does not have the means or the knowledge to do so.

RAB may be served better with separate meetings for Section 8 and Public Housing.

FAHP Pet policy is confusing in the area of registration of pets.

Beneficial to consider allowing pets for children when households prove good rental history and possibly requiring a class on pet care.

For FAHP - Tenant training is important, request allowing participant input in the policy development.

Comments from the 2003 plan to be included in 2004 PHA Plan:

- Have to prove yourself to a landlord as a Section 8 participant by keeping up your property and taking care of your business.



- Concern that credit history should not be considered for participants searching for housing. First and foremost landlords should look at whether rent and utilities are being paid.
- Full security deposits are a hardship for families and should be changed back to no more than 30% of income.
- Continue to provide tenant/landlord education.
- Bring back the guaranteed lease renewal to provide stability to families with children.

**Written comments provided from the 5 Year Plan:**

**Page 1, PHA Goal: Expand the supply of assisted housing**

Suggested:

Open the Section 8 waiting list.

**Page 2, PHA Goal: Improve the quality of assisted housing**

Suggested:

Have HRA staff intervene on residents behalf when the landlord stalls in completing maintenance that tenant brings to their attention.

**Page 2, PHA Goal: Increase assisted housing choices**

Suggested:

- Comprise a list of landlords who accept Section 8 , have on the internet.
- Help explain to resident how they can contact relevant HRA authorities in the city where they move.
- Invite landlords to a meeting to explain advantages of having HRA residents in their facility.
- Send e-mails to landlords in the twin Cities explaining the programs.
- Letters to landlords encouraging Section 8 is good.

**Page 3, PHA Goal: Promote self-sufficiency**

Suggested:

Encourage recipients to find higher education funding and attend higher education if applicable.

**PROGRESS IN MEETING THE FIVE-YEAR MISSION AND GOALS**

The Metropolitan Council Housing & Redevelopment Authority (Metro HRA) continues to carry out its mission of assisting low income families to obtain suitable affordable housing, exercise locational choice and become more economically self-sufficient. The HRA provides over 6,000 individuals and families with rental assistance subsidies through local, state and federal programs. Successful program design and implementation has resulted in efficient use of resources and effective collaborations among social service agencies and local units of government.

In order to expand the choice and supply of affordable housing, the Council has implemented a number of strategies that include exercising its authority to request exception payment standards for the Section 8 program, developing targeted marketing programs to increase landlord participation and exploring the project-based assistance program.

The Council has also authorized the implementation of the Family Affordable Housing Program (FAHP) that will include 150 public housing units developed in suburban locations in Anoka, Hennepin and Ramsey counties. Effective May 1, 2003, 132 properties have been purchased and 98 units are occupied under the FAHP program. The Council hired an outside management company to assist in the management of the properties. Additional tools developed to assist in the management of the properties include a Residential Lease, Resident Handbook and Admissions and Continued Occupancy Policies. The Council is currently working on designing a program so residents have access to the social services they need to maintain their housing.

The Council continues to take steps to maintain and improve the quality of assisted housing by creating a supportive environment for HRA staff, program participants and landlords to discuss and resolve issues of mutual concern. Through the ongoing work of the HRA inspectors, assisted units are regularly inspected and necessary repairs communicated to landlords in order to maintain safe and suitable housing for program participants.

In order to provide opportunities for an improved living environment to its Section 8 program participants, the Council encourages deconcentration of low income housing throughout the region. Program briefing materials include maps that indicate areas of concentration and information on the Metro HRA jurisdiction which includes over 98 cities in 4 counties.

Self-sufficiency of its program participants is encouraged through a variety of programs administered by the Metro HRA. The Family Self-Sufficiency Program is available to all Section 8 and Public Housing participants and includes the opportunity to establish a savings account that escrows the increased earning capacity of families as they become more economically self sufficient. The Welfare-to-Work program is a Section 8 funding increment that targets families participating in an employment plan developed in conjunction with their welfare benefits. In addition, the Council administers several state, county and locally funded rent subsidy programs that include a match with supportive service organizations in order to maintain independence for persons with disabilities.

The Council continues to ensure equal access and equal opportunity in housing through the administration of all Metro HRA programs. The Council further convened the Regional Analysis of Impediments to Fair Housing study for several jurisdictions in the metropolitan area. This study resulted in the identification of barriers to fair housing in the public, private and non-profit sectors, as well as short- and long-term solutions to address these issues. The final report is available in the Metropolitan Council Data Center and on the Council website. Council staff participated in completion of Metropolitan Twin Cities Fair Housing Action Guide completed April 2002, also available on the Council website. Additionally, Council staff serve on the Fair Housing Implementation Council charged with moving forward with the action steps identified in the Guide.

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARD (RAB)**

Current board members are:

Aquanetta Anderson  
Negussie Bussa  
Lisa Butts  
Juanita Garcia  
Dave Gilmore  
Jill Jarvis  
John Kayfes  
Wendall Olson  
Quindell Powell  
Katherine Sartell  
Jannie Scott  
Teri Seymour  
Audrey Steinke  
Darrell Williams

**RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

The 17 person Metropolitan Council has 16 members who each represent a geographic district and one chair who serves at large. All members are appointed by and serve at the pleasure of the Governor of Minnesota. The State Senate confirms Council members' appointments. Due to redistricting, new district boundaries were assigned into law on June 9, 2003, which prompts Governor Pawlenty to appoint new members to specific districts by August 8, 2003. There remains the potential for change in membership. Current Council members are still being oriented to all Council programs; new members appointed due to redistricting will also go through an orientation process. Once the Council membership is finally established, and has received a full orientation related to all Council programs, including HRA programs, the Council will begin to address policy issues in depth. Governing body membership change is a significant policy shift, and one that will be pursued with thorough due diligence. For example, there is concern that the requirement for a resident board member is an unfounded mandate which elevates a public housing resident or Section 8 participant to a level beyond that of clients/customers of the many other programs administered by the Metro HRA and the Metropolitan Council. Therefore, the Council has not yet determined how it will address the appointment of a resident to the PHA Governing Board. It is anticipated that staff will recommend that the Council support efforts to repeal or modify this federal legislation.

**Metropolitan Council  
Section 8 Project-Based Assistance (PBA) Program**

**Goals of the PBA Program:**

- To increase the supply and availability of affordable housing for very low-income households in the metro area.
- To contribute to the upgrading and long-term viability of metro area housing stock.
- To integrate housing and tenant services such as education, job training and day care that encourage self-sufficiency.
- To promote the provision of amenities or services for special needs tenants and accessibility for the physically challenged.
- To encourage economic integration in housing development.
- To the extent possible, encourage the development of “large family “ housing containing three or more bedrooms.
- To promote cooperative partnerships that link support services with affordable housing.

To date a total of 134 units in four projects have been approved: 1) 13 units in a converted, substantially rehabilitated historic building; 2) 20 units in a new construction building with supportive services; 3) 66 units in an existing building for frail elderly with substantial rehabilitation; 4) a total of 22 units in three new construction projects as a part of mixed use development; and 5) 13 units of new construction 3-4 bedroom units with supportive services. Commitment has been made to 4 additional projects, representing 69 units to be added to the Metro HRA PHA inventory.

# **Part Eight: Pet POLICY Family Affordable Housing Program (FAHP)**

## **I. INTRODUCTION**

The purpose of this policy is to establish the Metro HRA's policy and procedures for ownership of pets in the FAHP and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of permitted pets. The Metro HRA's pet policy is intended to further the Metro HRA's interest in providing decent, safe and sanitary FAHP units for current and prospective tenant families; protect and preserve the physical condition of the FAHP units and the Metro HRA's financial interest in the FAHP units; and conserve the scarce public resources available for the operation and maintenance of the FAHP units.

Tenants will comply with the Dwelling Lease, which requires that no animals or pets of any kind will be permitted on the premises without prior written approval of the Metro HRA or designee as detailed in these Policies. Townhome Association rules, regulations and bylaws for FAHP units located in townhome developments may also apply. If there is a discrepancy between this policy and the association documents, whichever is more restrictive will apply.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to such animals that reside in the FAHP unit and that visit FAHP units.

To be excluded from the pet policy, the tenant must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist, support or provide service to the specified person with disabilities
- That the animal actually assists, supports or provides service to the specified person with disabilities.

## **II. MANAGEMENT APPROVAL OF PETS**

Tenants residing in a FAHP unit may request permission to keep a permitted pet as defined in these Policies. All pets must be registered with and approved by the Metro HRA or designee prior to bringing any pets into any FAHP unit or property.

### Registration of Pets

A pet must be registered with the Metro HRA or designee before it is brought onto the premises for any reason. Registration must include the following:

- A certificate signed by a licensed veterinarian or State/local authority that the common household pet has timely received all applicable inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation must be submitted at least 30 days prior to annual reexamination.

No animal or pet may be kept in violation of humane or health laws.

#### Refusal To Register Pets

The Metro HRA or designee may not refuse to register a pet based on the determination that the tenant is financially unable to care for the pet. If the Metro HRA or designee refuses to register a pet, a written notification will be sent to the tenant stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

- The pet is not a permitted pet as defined in these Policies;
- Keeping the pet would violate these Policies;
- The tenant fails to provide complete pet registration information, or fails to update the registration annually;
- The Metro HRA or designee reasonably determines that the tenant is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the tenant's ability to comply with provisions of the Dwelling Lease.

### **III. PERMITTED PETS**

#### **Types of Pets Allowed**

A tenant may keep no types of pets other than the following.

1. Birds
  - Small caged birds whose calls will not disturb occupants of adjacent dwelling units
  - Maximum number: 2
  - Must be enclosed in a cage at all times
2. Fish
  - Maximum aquarium size: 15 gallons
  - Maximum of one aquarium per household
  - Must be maintained on an approved stand

### **IV. PETS TEMPORARILY ON THE PREMISES**

- No animals and/or pets that are not owned by tenants, except for service animals, are permitted in the FAHP unit.
- Residents are prohibited from feeding or harboring stray animals.

## **V. ALTERATIONS TO UNIT**

Tenants shall not alter their unit, patio, premises or common areas to create an enclosure for any pet.

## **VI. RESPONSIBLE PARTIES**

The tenant will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the tenant, or by other factors that render the tenant unable to care for the pet.

## **VII. UNATTENDED OR IMPROPERLY CARED FOR PETS**

If any pet is left unattended and it is determined by the Metro HRA or designee that the pet is in distress or is suffering from lack of care, or if the pet is causing a disturbance to others, the Metro HRA or designee may, at its sole discretion, enter the tenant's unit and remove the pet and deliver it or cause it to be delivered to the proper authorities. The Metro HRA or designee accepts no responsibility for the pet under such circumstances.

If it is determined by the Metro HRA or designee that the tenant is no longer capable of properly caring for a pet, the Metro HRA or designee may, at its sole discretion, require that the pet be removed from the tenant's immediate possession and control.

If a pet causes harm to any person, the tenant shall be required to permanently remove the pet from the unit within twenty-four (24) hours of written notice from the Metro HRA or designee. Said tenant may also be subject to termination of his/her Dwelling Lease.



**Voluntary Conversion Required Initial Assessments**

1. How many of the PHA's developments are subject to the Required Initial Assessments?

Four

2. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Zero

3. How many Assessments were conducted for the PHA's covered developments?

Four

4. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
	0

5. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

N/A

## Attachment I

### Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Metropolitan Council HRA	Grant Type and Number Capital Fund Program: MN46P16350103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
---------------------------------------	--	------------------------------

☐ Original Annual Statement  
 Annual Statement (revision no:     )
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised
 ☒ Performance and Evaluation Report for Period Ending: 06/30/03
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	9,300		0	0
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	6,975		0	0
10	1460 Dwelling Structures	23,250		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	6,975		0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				

## Attachment I

### Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Metropolitan Council HRA	Grant Type and Number Capital Fund Program: MN46P16350103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
---------------------------------------	--	------------------------------

☐ Original Annual Statement  
 Annual Statement (revision no:     )
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised
 ☒ Performance and Evaluation Report for Period Ending: 06/30/03
 ☐ Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	46,500			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Metropolitan Council HRA		Grant Type and Number Capital Fund Program #: MN46P16350103 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expende d	
MN163002	Operations	1406		9300		0	0	Pending
MN163002	carpet, vinyl, painting, plumbing, heating	1460		6975		0	0	Pending
MN163002	Landscaping	1450		23,250		0	0	Pending
MN163002	Refrigerators, ranges, washers, dryers	1465		6975		0	0	Pending

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Metropolitan Council HRA</b>	Grant Type and Number Capital Fund Program: MN46P16350104 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
--	--	-------------------------------------

☒ Original Annual Statement  
 Annual Statement (revision no:     )

☐ Performance and Evaluation Report for Period Ending:     ☐ Reserve for Disasters/ Emergencies     ☐ Revised  
☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	45,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	34,000			
10	1460 Dwelling Structures	113,000			
11	1465.1 Dwelling Equipment—Nonexpendable	33,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Metropolitan Council HRA</b>	Grant Type and Number Capital Fund Program: MN46P16350104 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
--	--	-------------------------------------

☒ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised

Annual Statement (revision no: )

☐ Performance and Evaluation Report for Period Ending:
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	225,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Metropolitan Council HRA		Grant Type and Number Capital Fund Program #: MN46P16350104 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2004		
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406	Lump sum	45,000				
MN163002	Roof replacements, carpet, vinyl, painting, plumbing, heating, siding replacement/repair	1460	Lump sum	28,250				
MN163002	Landscaping, driveway replacements	1450	Lump sum	8,500				
MN163002	Refrigerators, ranges, washers, dryers	1465	Lump sum	8,250				
MN163003	Roof replacements, carpet, vinyl, painting, plumbing, heating, siding replacement/repair	1460	Lump sum	28,250				
MN163003	Landscaping, driveway replacements	1450	Lump sum	8,500				



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Metropolitan Council HRA		Grant Type and Number Capital Fund Program #: MN46P16350104 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MN163003	Refrigerators, ranges, washers, dryers	1465	Lump sum	8,250				
MN163004	Roof replacements, carpet, vinyl, painting, plumbing, heating, siding replacement/repair	1460	Lump sum	28,250				
MN163004	Landscaping, driveway replacements	1450	Lump sum	8,500				
MN163004	Refrigerators, ranges, washers, dryers	1465	Lump sum	8,250				
MN163005	Roof replacements, carpet, vinyl, painting, plumbing, heating, siding replacement/repair	1460	Lump sum	28,250				
MN163005	Landscaping, driveway replacements	1450	Lump sum	8,500				
MN163005	Refrigerators, ranges, washers, dryers	1465	Lump sum	8,250				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

## Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN163002	Scattered Site		To be determined	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof replacements, carpet vinyl, painting, plumbing, heating, siding repair/replacement			28,250	2005
			28,250	2006
			28,250	2007
			28,250	2008
Landscaping, Driveway Replacement			8,500	2005
			8,500	2006
			8,500	2007
			8,500	2008
Refrigerators, ranges, washers, dryers			8,250	2005
			8,250	2006
			8,250	2007
			8,250	2008
Total estimated cost over next 5 years			180,000	

form HUD-50075-Small PHA (03/2003)

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN163003	Scattered Site		To be determined	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof replacements, carpet vinyl, painting, plumbing, heating, siding repair/replacement			28,250	2005
			28,250	2006
			28,250	2007
			28,250	2008
Landscaping, Driveway Replacement			8,500	2005
			8,500	2006
			8,500	2007
			8,500	2008
Refrigerators, ranges, washers, dryers			8,250	2005
			8,250	2006
			8,250	2007
			8,250	2008
Total estimated cost over next 5 years			180,000	

**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN163004	Scattered Site		To be determined	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof replacements, carpet vinyl, painting, plumbing, heating, siding repair/replacement			28,250	2005
			28,250	2006
			28,250	2007
			28,250	2008
Landscaping, Driveway Replacement			8,500	2005
			8,500	2006
			8,500	2007
			8,500	2008
Refrigerators, ranges, washers, dryers			8,250	2005
			8,250	2006
			8,250	2007
			8,250	2008
Total estimated cost over next 5 years			180,000	

**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN163005	Scattered Site		To be determined	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof replacements, carpet vinyl, painting, plumbing, heating, siding repair/replacement			28,250	2005
			28,250	2006
			28,250	2007
			28,250	2008
Landscaping, Driveway Replacement			8,500	2005
			8,500	2006
			8,500	2007
			8,500	2008
Refrigerators, ranges, washers, dryers			8,250	2005
			8,250	2006
			8,250	2007
			8,250	2008
Total estimated cost over next 5 years			180,000	